

POSITION DESCRIPTION

POSITION: Watershed & Conservation Program Specialist
DEPARTMENT: Soil and Water Conservation District
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m. M-F
JOB CATEGORY: SO (Special Occupation)

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| DATE WRITTEN: 6/11/07 | STATUS: Full-time |
| DATE REVISED: 12/18/07 | FLSA STATUS: Non-exempt |

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PURPOSE & OBJECTIVE

Under the guidance of Jasper County SWCD Board of Supervisors with direction by the Jasper County Commissioners,; the incumbent serves to provide leadership for the implementation and management of a countywide Water Quality Awareness Program. Works directly with other county agencies to encourage effective planning and the implementation of practices which will protect soil and water resources.. Through direct assistance and facilitation, works with our conservation partners to promote the conservation directive of the Jasper County SWCD Board.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Establish baseline data for current water quality of Jasper County surface and ground water. This data will continue to be collected and interpreted over time.
- * Work with stakeholders to develop and implement Watershed Management Plans.
- Participate in the county planning process and provide expertise regarding water quality as it is impacted by urban and agricultural development.
- Provide technical data to other county agencies regarding current conditions of ground and surface water. This will be accomplished through the development and maintenance of high quality mapping of watershed inventory.
- Write engineering plans for projects impacting natural resources based on design survey information.
- Through direct involvement and facilitation provide information and outreach programming including but not limited to; adult education (Agricultural and Urban), youth field days, outreach to volunteer groups (Pheasant Forever, Quail Forever, Ducks Unlimited, Etc.)
- Continually seek outside funding for ongoing effort through grant writing, program sponsorship, etc.
- Maintain SWCD website.
- Cultivate relationships with local organizations, media and public officials through direct interactions as well as regular press releases and public service announcements.
- Work directly assisting conservation partners and landowners, (primarily NRCS, ISDA, CES), to develop, analyze, coordinate the implementation and follow up of the completion of various conservation practices. Including but not limited to; CRP, EQIP, WHIP, WRP, etc.
- Attend and prepare reports for the monthly Jasper County SWCD Board of Supervisors meetings.
- Respond to telephone calls and walk-in requests for assistance and/or directs the requests to the appropriate SWCD, NRCS, ISDA, or other agency personnel for assistance.
- Periodically attend seminars and/or conservation partner meetings as assigned.
- Perform other related duties as requested by the Jasper County SWCD Board of Supervisors with direction by the Jasper County Commissioners.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS

EDUCATION and/or EXPERIENCE

- Possess a Bachelor's Degree in a natural resources field such as agriculture, hydrology, biology, environmental science or resource management as well as have 2 years relevant experience.
- Must have strong interpersonal skills for consensus building and professional partner development.
- Experience with public outreach and marketing material development is valuable.
- A working knowledge of computer software, (MS Word, Excel, Publisher, etc.), strong organizational skills and administrative reporting ability are essential.
- Ability to understand and follow oral and written instructions, and work alone and with others in a team environment with minimum supervision.
- Ability to work rapidly for long periods, work on several tasks at the same time, and complete assignments effectively amidst frequent distractions and interruptions, often under time pressure.
- Ability to effectively communicate orally and in writing with co-workers, other County departments, elected officials, SWCD Board, related agency personnel, community groups, news media, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.
- Ability to occasionally work extended, weekend, and/or evening hours, and travel out of town, sometimes overnight.
- Possession of a valid driver's license and demonstrated safe driving record.

RESPONSIBILITY

- Incumbent performs standard, recurring duties according to department policies and procedures, with priorities determined by a flexible, customary routine and service needs of the public. Incumbent receives general supervision with work occasionally reviewed for appropriate supervision or direction of assigned operations. Errors in work are usually detected through supervisory review. Undetected errors may result in loss of money to department and/or work delays and/or inconvenience to other departments/agencies or the public.

PERSONAL WORK RELATIONSHIPS

- Incumbent maintains frequent contact with co-workers, other County departments, SWCD Board, Commissioners, Council, related agency personnel, community groups, news media and the public for the purpose of exchanging and explaining information, and coordinating program, meetings and activities.
- Incumbent reports directly to the Soil and Water Conservation District Board of Supervisors.

PHYSICAL EFFORT AND WORK ENVIRONMENT

- Incumbent performs duties in a standard office environment involving standing/walking for long periods, sitting for long periods, lifting/carrying objects weighing under 25 pounds, and close vision. Incumbent routinely travels to worksites outside the office where they will be regularly exposed to outside weather conditions and uneven and/or varied footing conditions. Incumbent occasionally works extended, weekend, and/or evening hours and travels out of town, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

- The job description for the position of Watershed & Conservation Program Specialist for the Soil and Water Conservation District describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee signature

Date